



## UNITED STATES MARINE CORPS

INFANTRY TRAINING BATTALION  
SCHOOL OF INFANTRY-EAST  
TRAINING COMMAND  
PSC BOX 20161  
CAMP LEJEUNE, NORTH CAROLINA 28542-0161

IN REPLY REFER TO:  
1 Dec 10

Dear families,

I am the Commanding Officer of Infantry Training Battalion (ITB) and responsible for your Marine as he trains to become an infantryman in the United States Marine Corps. I would like to take a few moments of your time to enlist your help.

Depending on what company your Marine is in, I am able to send him home for one or both of the holiday breaks over Thanksgiving and the winter holiday season--an opportunity not always provided to student Marines. There is hesitancy on the part of some in sending student Marines home for long periods due to a statistically high rate of young, new Marines getting hurt or in trouble when on leave. Common problems are drug use, drunk driving and underage drinking. In addition, some Marines decide not to return back to their units resulting in a status of unauthorized absence. These problems have occurred in the past, but I believe with your help they can be prevented in the future. Your Marine may not get the chance to visit you once he joins the operating forces, so I have done everything I can to allow him to see you now.

Please help me in keeping your Marine safe and on the road to success. He is already more accomplished in life than most of his peers will ever be. Your Marine has his future in the palm of his hand and he must think before he acts. A rash, impulsive act could change the course of his life forever and he may not be able to set things straight.

I am honored and proud to have your Marine in my charge. That he volunteered during a time of war is remarkable, as is your support. You and your Marine will be in my thoughts as I reflect on what is important to me during this holiday season. Together, we can ensure he continues toward a bright future.

Sincerely,  
Jeffrey N. Rule  
LtCol USMC

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### A note on Liberty and Leave:

Liberty can be thought of as a holiday or a weekend. Marines are given the time regardless. Leave is more like paid vacation time. It accrues over time and is spent the same way. Over the Christmas and New Year holidays there are two liberty periods, one for each holiday with work days in between. Leave and liberty cannot be combined, which means if a Marine wanted to take a liberty period and a leave period back to back he/she would need to return to work in between in order to check in/out with the command. With the winter period holidays so close together most Marines elect to take leave over the entire holiday so they would check out before Christmas and return after the New Year, especially if they plan to travel. If Marines are local for the holidays they may take each liberty period individually and return to work on the work days in between at which time they will not be charged leave (paid vacation time).

ITB-E has the Liberty periods listed:

**Christmas Liberty Period: 1630 Wed 22 Dec - 1800 Sun 26 Dec**

**New Years Liberty Period: 0800 Tue 29 Dec - 1800 Sun 2 Jan**

Marines can take these without being charged leave, but they would need to be back for work 1800, 26 Dec-0800, 29 Dec. Marines will also be given the choice to take leave instead:

**Winter Leave Period 0800 Wed 22 Dec - 1700 Sun 2 Jan**

**Do not purchase tickets departing earlier than 1400 on 22 Dec or returning later than 1500 on 2 Jan due to delays getting to and from the airport.**

They will be charged for leave, but will not have to return until 1700, 2 Jan. (ITB will handle the Marine's leave balance and will help him make the best choice. Leave balances **should not** be the reason for choosing to not take the leave period.)

No training will be conducted during the Winter Leave period. It is recommended that as many student Marines take leave as possible and spend the holidays with their families. If they cannot, then do not worry they will be taken care of here at ITB. Opportunities to take holidays in the Marine Corps are not always assured. We recommend that the Marines take these opportunities when they are presented.

### **Points of Contact:**

**ITB -Officer of the Day (OOD): 910.449.0150 Website: <http://www.usmc.mil/unit/tecom/soieast/itb/Pages/history.aspx>**

**Military One Source:** The Defense Department has established a "one stop" place to go whenever service members or family members need assistance with any kind of problem. P#: **1-800-342-9647** -Website: [www.militaryonesource.com](http://www.militaryonesource.com)